



MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Town Council

From: Les White, Interim Town Manager

Subject: Weekly Manager's Memo

Date: June 19, 2015

A handwritten signature in blue ink, appearing to be "Les White", written over the name in the "From" field.

Questions regarding the following should be directed to me. As specified by Town Policy, the Mayor or any two members of Council may request consideration of these or any items at a future Council Meeting.

1. **Town Web Site - Council Biography Updates**

This is the semi-annual reminder and opportunity for Council biographies to be updated on the Town web site. If you would like your biography updated, please forward your changes to Janette.

2. **Proposed "Dine Out" Event**

On May 21, Council received an E-Item regarding communications to Council from Mr. Sanjeev Dua, and his efforts to plan an event in Downtown Los Gatos called "Dine Out." Staff has not had contact with Mr. Dua nor heard from anyone in the group since May.

On June 11, a Council member received emails (attached) from an email address associated with the event, presumably written by Mr. Dua. A subsequent E-Item was sent to Council on June 12. His message essentially states that the organizers of this event have been in contact with the Saratoga Chamber of Commerce and possibly members of the Saratoga City Council to gain information on how Saratoga executes such events and its estimated budget. The communication states that the Los Gatos Chamber of Commerce, when approached, "wanted nothing to do with it," referring to the event.

Since receiving this latest information, staff reached out to the Los Gatos Chamber of Commerce and learned that they did in fact meet with Mr. Dua regarding the event. Prior to committing any resources or support, the Chamber requested more information that could be shared with their Board of Directors, including a specific event plan and the role that Mr. Dua requests the Chamber play in the event.

Staff is concerned that the organizers of this event are getting ahead of the process that is required to execute a Special Event in Town, and that incorrect/inaccurate messages may be reaching our business community. In a proactive effort to provide clarity, Monica Renn is preparing a communication to our Downtown businesses letting them know that Mr. Dua's proposed event, and any information circulating regarding the event (including schedules, maps, etc.) has not been reviewed by staff nor approved by the Town. In addition, we will communicate the process that Mr. Dua or his group needs to take to apply for a Special Event in Town.

If Mr. Dua or others from the proposed Dine Out event planning committee request information from the Council, please feel free to refer them to Monica Renn, who has been in communication with Mr. Dua.

Attached are written communications on this topic, some of which you received with the prior E-Items.

3. **"Envision Silicon Valley" and VTP 2040 Deadline Extension**

Please see the attached memo from Matt Morley.

4. **Town Office Closure**

As the July 4 falls on a Saturday, Town administrative offices will be closed Friday, July 3 in observance of the Independence Day federal holiday. PPW and Police dispatch and patrol will operate as is typical on weekend days.

5. **Weekly Manager's Memo and Council Mail – Friday, July 3 (and) Month of July**

Friday, July 3

There will not be a Weekly Manager's Memo issued Friday, July 3 due to the observed federal holiday. Any issues that need to be communicated to Council will be done via E-Items Monday through Thursday as necessary.

Additionally, there will not be a mail packet delivered to Council on Friday, July 3. If there are any post office mail items that need Council's attention they will be scanned and e-mailed. You are of course also welcome to pick up post office mail from your box any time that week, Monday through Friday. All other non-urgent and regular mail items will be included in the following week's mail delivery to Council on Friday, July 10.

Month of July

As was the practice in past years during July, we will only produce Weekly Manager's memos if needed, and rely on E-Items when necessary.

We will continue to deliver Council mail weekly on Fridays, *except* on Friday, July 3 as noted, or in the event that low mail volume does not warrant delivery. In the instance of low mail volume, any items that need Council's attention will be scanned and e-mailed in lieu of home delivery.

6. **Council Recess and Town Manager Authority**

As you are aware, the Town Manager has been authorized by Resolution of the Town Council (attached) to execute specific duties during the Council's official legislative recess, in consultation with the Mayor. These duties will only be exercised if it is determined that immediate action is necessary to avoid critical project or timeline delays. This process for Town Manager Authorization was discussed and reaffirmed with the Mayor this week. The Directors have been reminded that the use of this authority is restricted to time-sensitive or urgent items only.

A summary of the Town Manager Authority process is as follows;

- Director provides Dept. Memo to the Town Manager for review
- Town Manager obtains "Mayor's Review" of the item (Mayor's review does not take the place of Council approval action in August.)
- Once discussed with the Mayor, the Town Manager provides approval to the Director
- At the August 4 Town Council meeting, all Town Manager authorized actions will come before the Town Council for adoption.

If you have any questions regarding this process please let me know.

7. **Town Manager Observations**

In view of workload for Council and staff in preparing for Council agendas, most additional topics of interest have been on those agendas.

LW:jj

Attachments

"Dine Out" communications
PPW Dept. Memo
Resolution 2002-119 / Town Manager Authority